



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, U.S. ARMY GARRISON, ALASKA AND FORT RICHARDSON**  
**724 POSTAL SERVICE LOOP #6000**  
**FORT RICHARDSON, ALASKA 99505-6000**

IMPC-FRA-MW

25 July 2007

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: United States Army Garrison, Alaska (USAG Alaska), Seward Resort Patronage (Policy #USAG-AK-08)**

1. Reference: AR 215-1, Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities.
2. Purpose: To identify responsibilities and establish Morale, Welfare and Recreation (MWR) patronage policy for the use of the Seward Resort located in Seward, Alaska.
3. Authorized patrons: AR 215-1, Table 6-1, provides the categories of persons who are authorized to use MWR facilities, to include the Seward Resort. Included in these categories are active duty military personnel, reserve military personnel, military retirees and their family members. Table 6-1 also provides categories of persons who are authorized to use MWR facilities at the discretion of the installation commander or their designee. Included in these categories are DOD civilian employees and their families. As Garrison Commander, I hereby authorize all discretionary categories of authorized patrons to use the Seward Resort consistent with AR 215-1.
4. Guests: Consistent with AR 215-1, authorized patrons may sponsor guests, i.e., relatives, friends, or associates when using the Seward Resort. The following rules apply:
  - a. Authorized patrons must be staying at the Resort during the same period as their guests.
  - b. Authorized patrons will assume all responsibility for their guests, including any damage their guests may cause.
  - c. Authorized patrons may make reservations for a group if at least 51% of group attendees are authorized patrons. Sponsors will assume all financial responsibility for payment.
5. Responsibilities:
  - a. The Seward Resort manager has operational responsibility for Seward Resort operations to include patron eligibility.

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b. The Seward Resort Reservation Office is responsible for confirming MWR patronage authorization eligibility.

c. Authorized patrons will be responsible for the following:

(1) Verifying dates selected for lodging or other functions with the Seward Resort.

(2) Signing registration forms and any applicable function/rental contracts.

(3) Providing the Seward Resort Reservation Office with a complete listing of authorized patrons and guests.

(4) Reporting any damage to the facility or the contents thereof prior to departure.

6. Point of contact for this policy is Mr. Scott Bartlett, Seward Resort Business Manager at (907) 224-2659/5559.

//Original Signed//  
DAVID L. SHUTT  
COL, AR  
Commanding

DISTRIBUTION:  
A (USARAK)